

CP61 HISTORIANS' PROFESSIONAL EDUCATION AND TRAINING



*These training opportunities may be funded by the CP61 Proponent Office under the Competitive Professional Development Program. This is a competitive program; for application requirements call Mr. Ed Clarke at 202-685-2798. Pre-requisites: Three years of Army Civilian Service and completion of the Foundation Course and enrollment in other CES courses which are appropriate for the career professional's grade.

Orientation Course for CHAMPS.

A one-week course held at the Center of Military History, Ft McNair, Washington, DC. This Course will provide you an opportunity to meet some of your peers and senior members of the Army history and museum programs and learn about the policies, procedures, regulations, and practices of the Army's historians, archivists, and museum professionals. It is a great opportunity to get a sense of where you fit in your new profession as part of the Army History Program.

Professional Development TDY

CP61 will fund up to two weeks of travel, lodging and per diem for a career professional to conduct research or participate in a temporary project in another location in order to close competency gaps.

Army Historians Training Seminar

Society of Military Historians Conference

Army Field and Unit Historian Course (Distance Learning)

Course Description: This course is designed to educate participants on the roles and responsibilities of an Army historian in both garrison and deployed environments. It will prepare officers to effectively supervise subordinate officers designated to act as unit historians and military history detachments while deployed. The course will also prepare students to serve as unit historians themselves, from battalion to division level, or as members of a military history detachment. Instruction includes familiarization with the Army History Program, incorporation of history considerations in the planning process, production of unit historical reports, collection and management of documents and artifacts, planning and execution of staff rides, and oral history techniques.

Eligibility: This course is open to military personnel of any grade, service, and component, DoD civilians, and members of allied and friendly military/naval services. Enrollment in resident CGSS or DL versions of Intermediate Level Education/Advanced Operations Warfighter Course is not required.

Work Load: Designated readings, written products, an oral interview.

Prerequisites: None.

Registration: Click here to register for A625DL <https://cgsc2.leavenworth.army.mil/students/CSI/index.asp>



*These training opportunities may be funded by the CP61 Proponent Office under the Competitive Professional Development Program. This is a competitive program; for application requirements call Mr. Ed Clarke at 202-685-2798. Pre-requisites: Three years of Army Civilian Service and completion of the Foundation Course and enrollment in other CES courses which are appropriate for the career professional's grade.

Orientation Course for CHAMPs.

A one-week course held at the Center of Military History, Ft McNair, Washington, DC. This Course will provide you an opportunity to meet some of your peers and senior members of the Army history and museum programs and learn about the policies, procedures, regulations, and practices of the Army's historians, archivists, and museum professionals. It is a great opportunity to get a sense of where you fit in your new profession as part of the Army History Program.

Professional Development TDY

CP61 will fund up to two weeks of travel, lodging and per diem for a career professional to conduct research or participate in a temporary project in another location in order to close competency gaps.



*These courses, conferences and TDYs may be funded by the CP61 Career Program Management Office under the Competitive Professional Development Program. Application is open to all Museum Professionals who have three years of Army Civilian Service and have completed the level of CES that is appropriate for their grade. Applications must be sent to G-3/7-TRV at least 60 days before the start date. This is a competitive program; for application requirements call Mr. Ed Clarke at 703-695-5437.

CHAMPSOC

The Orientation Course introduces the new historian, archivist, or museum professional to the Army, its organization, and its historical program and covers the different responsibilities, duties, and procedures of CP 61 professionals and their role within the wider historical program. It covers standards of conduct, the organization and mission of the Department of Defense, the U.S. Army, and the U.S. Army Center of Military History. The course is mandated by the CP61 ACTEDS Plan for all new hires.

BMTC

Prerequisite: GS-11.

IMTC. This course focuses on museum exhibits.

AMTC This course was developed for Museum Directors.

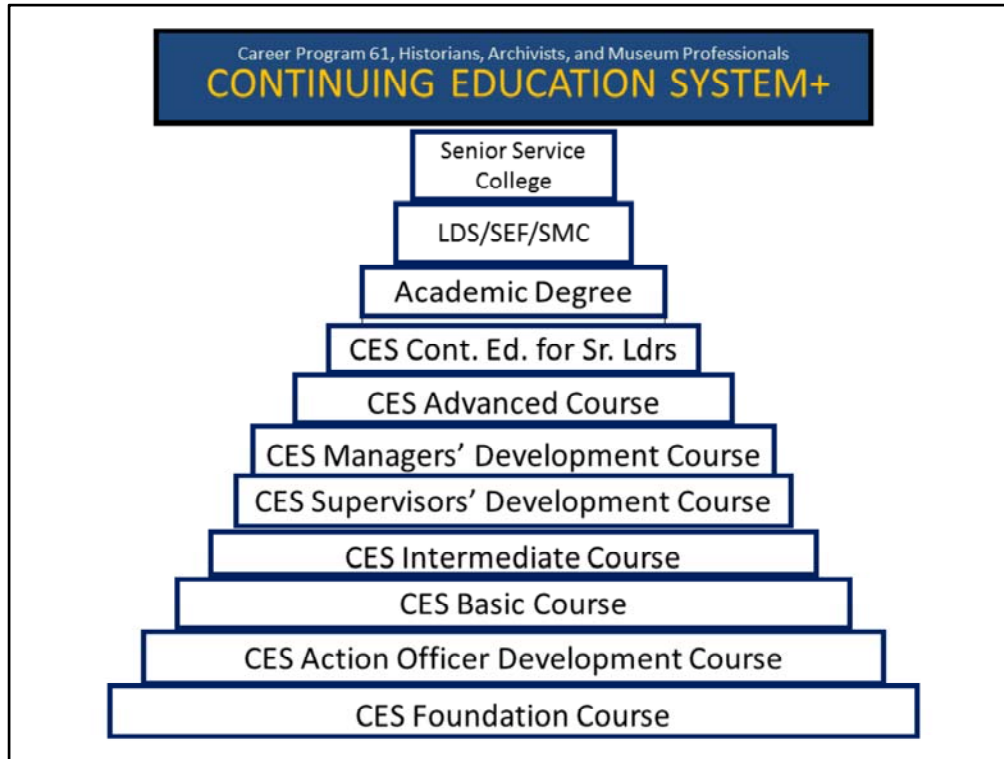
Advanced Topics in Museum Management (Topics in Advanced Curation). This course was developed for Museum Directors who have already attended the AMTC.

American Alliance of Museums Conference. Application is open to all Museum Professionals who have three years of Army Civilian Service and have completed the level of CES that is appropriate for their grade.

George Washington University's Distance Education Graduate Certificate Program in Museum Collections Management and Care

The graduate certificate consists of 4 classes in legal and ethical issues, collections management, and preventive conservation. The certificate is earned completely online and there is never a time that you are required to login for a class so you work when it suits you! New topics added to the program include digitization, sustainability, and collections care in archives. The classes are taught by faculty with extensive experience at the Smithsonian Institution, the National Park Service, and the U.S. Department of State. There are also guest lectures from leaders in the field on topics such as fire protection and integrated pest management. For more information, please contact Mary Coughlin at musede@gwu.edu or visit our website: <http://ccas.gwu.edu/museum>

Developmental Assignments (TDY)



CONTINUING EDUCATION SYSTEM. Civilian Education System (CES) Leader Development Program is a progressive and sequential leader development program that provides enhanced educational opportunities for Army Civilians throughout their careers. Army Civilians will become multi-skilled, agile leaders of the 21st Century, who personify the Warrior Ethos in all aspects from war-fighting support, to statecraftship, to enterprise management.

CES provides eight levels of civilian development: Foundation Course (FC), Basic Course (BC), Intermediate Course (IC), Advanced Course (AC), Continuing Education for Senior Leaders (CESL), Supervisors Development Course (SDC), Managers Development Course (MDC), and Action Officers Development Course (AOC). The method of delivery is distributed Learning (DL), resident instruction or blended learning, a mixture of both DL and resident instruction.

FOUNDATION COURSE.
Pre-requisite: none. Course Number: 1-250 CS9 (DL). Academic Hours: 44.5 DL (no classroom attendance). Provides applicants an orientation to the US Army and begins the development of being an effective Army Team member. All Army Civilians hired after Sept. 30, 2006, must complete the Foundation Course.

Topics covered:
Army Customs and Courtesies
Army Rank and Insignia
Army Structure and Organization
DA Ethical Standards
Joint Services
Concepts of Be, Know, Do
Levels of Leadership and Leadership Styles
Apply Critical Thinking to Workplace Situations
Conflict
Define a Problem
Group Development
Barriers to Communication
Preparing a Briefing
Product Process Improvement
Time Management
The Civilian Education System (CES)
The Individual Development Plan (IDP) Process
The Personnel System

BASIC COURSE.
Prerequisite: Certificate from the Foundation Course. Army civilian employees, who for 25% or more of their duties, lead teams of civilians. These individuals lead groups or teams of civilian employees and perform coaching, facilitating and mentoring duties to effectively lead and care for these teams. Army employees with a permanent appointment to a supervisory or managerial position and have not received similar training. Army civilian employees who are program managers/project leaders as defined in the Army Civilian Education System Policy dated November 2006 as well as Military supervisors of civilian employees and other DOD employees. Applicants must have a current TAPES performance rating of successful or NPS rating of Level (2) or above, and be in good standing regarding conduct.

INTERMEDIATE COURSE.
Course number: 1-250 CE1. Prerequisite: Certificate from the Basic Course. Required for Army Civilians GS-10-12 in permanent appointments to supervisory or managerial positions. Must complete this course within two years of placement in the position. Consists of DL and three weeks of classroom instruction. Educates civilians to be more adaptive, innovative, self-aware, and prepared to effectively lead and care for personnel and manage assigned resources. The Intermediate Course is designed to prepare participants for increasing responsibilities to exercise direct and indirect supervision. Students enhance their leadership abilities and develop skills to manage human and financial resources, displaying flexibility and resilience with a focus on the mission. This course is a combination of DL and three weeks of resident instruction.

ADVANCED COURSE.
Course number: 1-250 CE2. Prerequisite: Certificate from the Intermediate Course. Must be GS-13/14/15 to enroll. DL and four weeks of classroom instruction. The Advanced Course is designed for the Army Civilian leaders who exercise predominantly indirect supervision and have the ability to lead, manage human and financial resources, implement change, direct program management and systems integration, display flexibility and resilience, and focus on mission. Subject areas include: Strategic Thinking and Assessment, Strategic Leadership, National Security and Military Strategies, Contemporary Environment, and Joint and Army Systems.

ACTION OFFICERS' DEVELOPMENT COURSE.
Prerequisites: None. Course Number: 1-250 AOCDC (DL). Twelve academic hours on line; no classroom portion. Enables new action officers to attain staffing and communication skills at many levels of an organization. Module A: The Action Officers' World; Module B: Personal Effectiveness.

SUPERVISORS' DEVELOPMENT COURSE.
Prerequisites: none. Course number: 1-250 CS3(DL). Prerequisite: none. Thirty-nine academic hours. Provides supervisors with knowledge necessary to successfully manage work processes and lead in the Army Environment.

SUPERVISORS' DEVELOPMENT COURSE - Executive Level.
Prerequisites: none. Course Number: 1-250 CE5 (DL). Two academic hours. The CES Supervisor's Development Course - Executive Level (SDC-EX) is designed for experienced senior leaders (Senior Executive Service and General Officers) who have previously supervised civilians. The purpose of this course is to meet the requirements of the National Defense Authorization Act (NDAA) of 2010. This course is a guide and presents Army, Department of Defense (DOD), and Office of Personnel Management (OPM) provision for these critical areas designated in the NDAA, including Merit Systems Principles/Prohibited Personnel Practices/Performance Management/Counseling, Coaching, and Mentoring. Hostile Work Environment, Valuing a Diverse Workforce, Management and Labor Relations, and Leader Development and Civilian Education System Programs.

MANAGERS' DEVELOPMENT COURSE.
Prerequisites: Certificate from the Foundation Course and the Supervisors' Development Course. Course number: 1-250 CS3(DL). Ten academic hours; no classroom instruction. Provides supervisors with knowledge necessary to successfully manage work processes and lead in the Army Environment.

Subjects Covered:
Organizational Culture
Managing Change
Ethics
Management Controls
Planning, Programming, Budgeting, and Execution Systems (PPBES)
Army Family Team Building (AFTB)
Equal Employment Opportunity (EEO)
Strategic Planning
Army Environmental Programs

ACADEMIC DEGREE TRAINING.
CP61 will fund the last year of a Bachelors or a full Masters in a field that is related to Management and Program Analysis/Manpower and Force Management. One must be GS-11 or higher, have served for three years as a civilian, and be considered competitive.

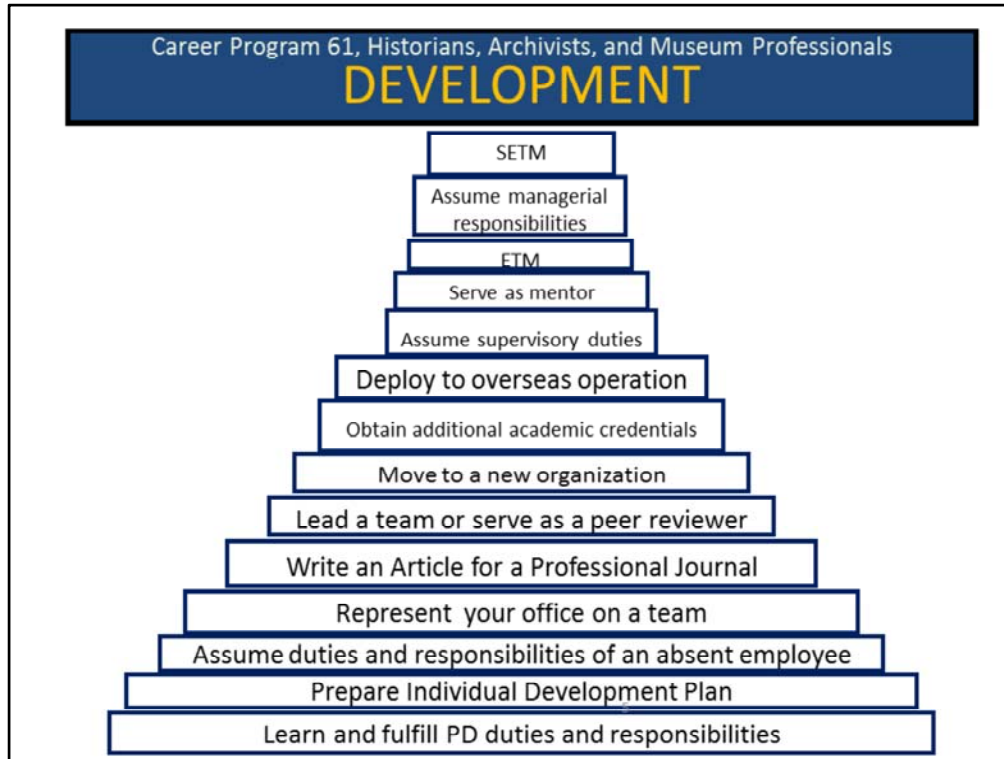
CONTINUING EDUCATION FOR SENIOR LEADERS.
Prerequisites: Civilian GS-14/15, or equivalent pay band who have attended the Advanced Course or obtained course credit. Course number: 1-250 CE3. DL and three days of classroom instruction. Advanced Course graduates must wait ONE year after graduation before they can attend CESL. When an applicant meets the grade requirement and has been granted Advanced Course credit they are able to apply for CESL the next day. One year is required between each CESL attendance.

LEADERSHIP FOR A DEMOCRATIC SOCIETY.
Prerequisites: Must be a GS-14 or GS-15 to be eligible. Foundation Course completion and Advanced Course graduate or equivalency are required. This is a four-week resident course taught at the Federal Executive Institute in Charlottesville, VA by OPM for all departments of the federal government.

SENIOR MANAGERS' COURSE IN NATIONAL SECURITY LEADERSHIP.
This two-week course is held at George Washington University (GWU), Washington, D.C. The purpose of the course is to prepare senior leaders and Managers for enterprise-wide leadership positions in DOD and other national Security Institutions. Target audience for the SMC program is DA Civilian Managers at GS-14/15 or equivalent levels. Submit nomination packets to: Department of the Army, G-37 training directorate, civilian training and leader development Division, ATTN: DAMO-TRV (SMC).

SENIOR SERVICE COLLEGE.
Prerequisite: Enrollment in the Senior Enterprise Talent Management program. Must be a GS-14 or GS-15 to be eligible. Foundation Course and Advanced Course completion or equivalency are required.

SLS/SENIOR LEADER SEMINARS.
The Senior Leader Seminar/Senior Leader Development Course (SLS) is a one-week seminar that will enhance the education of select senior Army colonels (generally 23-26 years of service), Department of the Army Civilians (GS-15 or equivalent level), invited Interagency federal Civilians (GS-15 or equivalent level), and select Command/Staff Sergeant Majors who are either currently assigned to, or projected for assignment to, key positions as advisors and staff officers for our most senior general officers and senior Executive Service (SES)/civilian leaders. The SLS course offers an experience that is both broadening and educational. It is coordinated and centrally managed by the Center for Strategic Leadership and Development, United States Army War College (USAWC), GS-15s or equivalents whose first-line rater is a senior GO/SES (2, 3, or 4 star equivalent) will be given priority during the selection process.
Army Commands will review application packets to develop an Order of Merit List (OML). The recommended OML will be presented to HQDA, DCL, G-37, Director of Training, for review and approval. The Center for Strategic Leadership and Development, Army War College, reserves final selection authority.
This course will consist of only three (3) active duty Colonels, fourteen (14) GS-15 equivalent Army Civilians, fourteen (14) GS-15 equivalent federal civilians from invited interagency departments, and 7 select Command/Staff Sergeant Majors. Travel, per diem, and incidental entitlements, as allowable by the Joint Travel Regulation (JTR), will be centrally funded by the Center for Strategic Leadership and Development, U.S. Army War College.



Enterprise Talent Management (ETM) program consists of four modules listed below:

- ❑ *Command and General Staff Officer Course (CGSOC) GS-13 (or equivalent)*
 - CGSOC Option 1 (Graduate Placement Program worldwide reassignment)
 - CGSOC Option 2 (Requires utilization plan by Parent Org for internal reassignment)
 - ❑ *Executive Leader Development Program (ELDP) GS-12/13 (or equivalent)*
 - 10-month DoD program demanding a lot of mental and physical agility
 - Requires medical authorization for participation
 - ❑ *Leadership Shadowing Experience GS-13 (or equivalent)*
 - 20 working day structured leadership shadowing experience
 - ❑ *Project Based ETM-Temporary Duty Assignments GS-13 (or equivalent)*
 - TDY assignment not to exceed 90 days to broaden experience at enterprise level
- (Log on to: <https://www.csldo.army.mil/index.aspx> for a copy of Army Directive 2015-24 (under the SETM/ETM Policy Tab), for extensive details about each modular and to take advantage of the all the opportunities the ETM Program has to offer.)
- Application period: March thru ~~15 May 2015~~ 15JUN15.
- Must be GS-12/13 to apply to ETM.

Senior Enterprise Talent Management System (SETM).

Must be accepted into SETM to attend the Army War College.
During the program, one must prepare Executive Core Qualifications (ECQ).

[ECQ 1: Leading Change](#)

[ECQ 2: Leading People](#)

[ECQ 3: Results Driven](#)

[ECQ 4: Business Acumen](#)

[ECQ 5: Building Coalitions](#)

Application period: March thru ~~15 May 2015~~ 15JUN15.

Must be GS-14/15 to apply to SETM.

Learning how to use Google and Microsoft Excel is one of the fundamental development steps; unfortunately, this won't fit into the chart.